



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Workforce Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Employment Support Unit
Workforce Policy Development Section

BWP OPERATIONS MEMO

No.: 01-70

File: 2810

Date: 10/30/2001

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: Medium

**SUBJECT: FOOD STAMP PERSON ADDITIONS FOLLOWING WORK PROGRAM
SANCTIONS**

CROSS REFERENCE: Operations Memos 99-03 and 01-23
Food Stamp Handbook, Appendix 8.6.1.1 and 8.6.3

EFFECTIVE DATE: Immediately

PURPOSE

We are issuing this Operations Memo in an effort to reduce errors in FS benefit determinations. The purpose of this memo is to clarify the policy and procedures to follow when adding a previously sanctioned individual to an open FS assistance group (AG). We are also including information regarding application processing for FS cases where individual group members may have previously been sanctioned.

**ADDING A PREVIOUSLY VQT OR FSET SANCTIONED INDIVIDUAL BACK TO AN
OPEN FS ASSISTANCE GROUP**

A "Y" entry for an individual on ACPA does not constitute a re-request for assistance for a sanctioned or previously sanctioned individual. Re-requests for FS benefits when a previously sanctioned individual gains an exemption or a sanction period expires must be entered on screens AFLE and AIWS to reflect the actual date of the re-request.

If the question "Has anyone in the household been previously sanctioned for Food Stamp Employment and Training (FSET) and now requesting Food Stamp benefits?" on screen AFEQ is answered "Y", screen AIWS will be brought up for completion of the re-request information.

Example: Brian, Cami, and their son Lukas are members of a FS food unit. Brian received his second FSET sanction for 03/01/01 - 05/31/01. Cami completed a review for FS in July. Although there is a "Y" entry on ACPA for Brian, Cami answered "no" to the question on AFEQ asking if a previously sanctioned individual was now re-requesting FS. Brian continues to be excluded from Cami's food group. Brian's income and assets continue to be deemed to the food group.

If a person wants to be included in the FS group following a sanction the re-request must be made on or after the 1st of the month during the last month of the sanction period.

Example: Brian, Cami, and their son Lukas, are members of a FS unit. Brian received an FSET sanction for the period of 03/01/01 - 05/31/01. Brian calls on 05/27/01 requesting to be added back to the food group. His verification is complete and his ESS adds him to the food group effective 06/01/01. A FS auxiliary supplement is issued for his portion of the FS benefit on 06/01/01.

In the above example, if Brian is a mandatory FSET participant, or exempt and wishes to volunteer for FSET, the ESS must wait until 06/01/01 to make the referral. A best practice may be to enter an expected change on ACEC alerting the ESS that AIWP must be processed on 06/01/01 by using the PF24 key. We are currently working with CARES programming staff to prevent "early" referrals of individuals who are not yet eligible to receive FS or participate in FSET. We will inform you when this CARES fix is complete.

If a person re-requests FS prior to the 1st of the last month of a sanction period, a denial will be sent and the person must re-request again. We are working with CARES programmers to address this situation and prevent individual "pop-opens". In the meantime, CARES correctly sends an individual denial notice to households where a re-request is made, an exemption has not been gained, and the sanction period is not ending in the month of the re-request or the following month. The current workaround will be to enter the re-request, process and confirm the individual denial, then change the re-request to "N" and delete the re-request date. Advise the customer that a re-request must be made on or after the 1st of the month in the last month of the sanction period to be effective unless he/she gains an FSET exemption.

Example: Brian, Cami, and their son Lukas are members of a FS food unit. Brian receives an FSET sanction effective 03/01/01 - 05/31/01. He contacts the agency on 04/03/01 and re-requests FS eligibility. His ESS enters the re-request on AIWS and processes SFED. Brian has not gained an FSET exemption so he remains excluded from the FS AG for April and May and a notice is generated informing him that his FSET sanction period has not ended. The ESS re-enters a "N" in the re-request field on AIWS and deletes the re-request date. Brian is informed that he must re-request FS on or after 05/01/01 in order to be added to the FS AG following his sanction effective 06/01/01.

If an individual becomes exempt during an FSET sanction period and re-requests FS eligibility, the sanction must be ended by entering override begin and end dates on screen AIWS along with the re-request date. The override reason code is "FX" (FSET exempt).

Example: Judy and her 13 year old son Robert are members of a FS food unit. Judy receives a 6-month FSET sanction effective 10/01/01 - 03/31/02. The FS case remains open and Judy continues to receive FS for Robert. On January 8th Judy calls to report that she had a baby on January 3rd. She requests FS for her baby and asks to be added back to the FS group. Her ESS gathers the necessary verification, and determines that Judy is now exempt from FSET since she is caring for a child under 6. The ESS ends Judy's sanction on AIWS and adds Judy and the baby to the FS AG effective 02/01/02.

NOTE: If an individual complies with FSET program requirements or gains an FSET exemption prior to the sanction effective date, the sanction must not be imposed. A re-request is not required in these circumstances and the individual should receive continuous benefits. Refer to FSH Appendix 8.6.1.1.

RE-REQUEST PROCESS FOR NEW APPLICATIONS

The same procedure applies to FS cases that have been closed and are now submitting a new application for FS. In addition to completing ACPA for FS, individual re-requests for previously sanctioned individuals must be completed on screens AFLE or AIWS in order to include them in the FS AG. A question was added to screen AFEQ to help identify these individuals. Entering a "Y" to the question on AFEQ will bring up screen AIWS as part of the driver flow.

If FS are not re-requested by an individual whose sanction period has expired a best practice is to document that information on CMCC. This will ensure that anyone reviewing the case will understand the actions taken on the case and the continued exclusion of the individual.

NOTE: Remember to use CNSL to issue an FSET sanction letter when a sanction is imposed (refer to OM 99-03).

Other types of individual sanctions or disqualifications do not require a re-request for FS. Examples of other reasons for individual disqualification include:

- Child Support non-cooperation
- Failure to provide an SSN
- IPV

When the ESS is notified that an individual is complying with the program requirements they can be added to the FS AG the 1st of the following month per OM 01-23.

CONTACT

DES CARES Information and Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Phone: 608-261-6317 (Option #1)
Fax: 608-266-8358

Note: Email contacts are preferred. Thank you.